

# Children's Relief International™

Taking Christ to the poor. / [childrensrelief.org](http://childrensrelief.org) / P.O. Box 2470, Rockwall, Texas 75087

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## FINANCIAL CLARITY AGREEMENT

*For those raising support to help cover trip costs.*

### **A. Donors can give to your trip:**

#### **A.1 By Check:**

Checks made payable and mailed to  
Children's Relief International  
PO Box 2470  
Rockwall, TX 75087

*Your name can be entered in the memo.*

#### **A.2 By Credit Card:**

Go to [www.childrensrelief.org/donate](http://www.childrensrelief.org/donate)

The donor should enter your name in the designation/comment box. The donor can also call (800) 570-2217.

### **B. Trip deposit and deadlines:**

B.1 A \$150 non-refundable trip deposit is due within two weeks after acceptance. As per IRS regulations, funds raised for your support cannot be used to cover this fee.

B.2 Airline tickets will be purchased no later than 3 months prior to the internship departure date. You are responsible for this cost. Funds raised from your donors can help offset this expense.

B.3 In-country costs are due 4 weeks prior to your departure. You are responsible for this cost. Funds raised from your donors can help offset this expense.

### **C. Reimbursements:**

C.1 Trip costs and intern account balances must be reconciled by the CRI finance department before reimbursements can be issued.

C.2 An expense report (provided upon request) must be completed for any eligible reimbursements (see C.3). Copies of receipts are required.

C.3 Provided sufficient funds have come in from donors (above ticket, trip and ministry expenses) you can be reimbursed for "out-of-pocket" costs. Eligible expenses can include the following:

- Airline tickets
- In-country costs
- Visa application costs
- Immunization for Typhoid
- Malaria Medications

C.4 If the intern is under the age of 19: The parent or guardian may make contributions to CRI to cover the intern's trip expenses. The parent or guardian may be reimbursed for these expenses, provided sufficient funding has come in from other donors for the intern.

C.5 If the intern is age 19 or older: CRI can reimburse the intern but cannot reimburse the parent or guardian.

C.6 Personal donations are not tax-deductible if those donations are reimbursed.

C.7 Reconciled funds remaining in your account will go towards the work of CRI.

#### **D. Trip cancellation policies:**

##### D.1 Trip cancellation by the intern:

D.1.1 If you have need to cancel your trip, donations you have raised (after expenses) can be applied towards a trip during the next internship season (up to one year). *Contributions cannot be reimbursed to the donor.*

D.1.2 If the ticket was purchased with personal money, CRI will reimburse the cost of the ticket minus the airline's penalties and fees. Please refer to section C concerning reimbursements. *Airline tickets cannot be transferred to another individual.*

D.1.3 The trip deposit is non-refundable and non-transferable.

##### D.2 Trip cancellation by CRI:

D.2.1 If the intern is under the age of 19: The parent or guardian who has contributed to the intern's trip can be refunded after the account has been reconciled. The amount to be refunded will reflect airline and insurance cancellation fees and penalties.

D.2.2 If the intern is age 19 or older: CRI can reimburse the intern but cannot reimburse the parent or guardian. The refund will be issued after the account has been reconciled. The amount to be refunded will reflect airline and insurance cancellation fees and penalties.

D.2.3 Remaining support funds can be held for one year to join a future CRI internship or team trip.

D.2.4 Remaining support funds can be transferred to another 501(c)3 organization for the purpose of an alternative missions opportunity.

D.2.5 The trip deposit is non-refundable and non-transferable.

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Print, sign and scan this form. Send electronically to [intern@childrensrelief.org](mailto:intern@childrensrelief.org). Or mail the form to the postal address provided in A.1.

I have read Children's Relief International's Financial Clarity Agreement and understand that I am responsible to abide by the stated policies and procedures.

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Please print legal name

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Signature

Date